

Task/Activity/Environment: Staff / Student 1:1		Location: Student Life	Date of Assessment: 11 Aug 2015
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:	
No.	Hazard	No.	Risk
1.	Violent reaction from student.		1. Injury to either member of staff or student requiring assistance.
List groups of people who could be affected: Both staff and students			What numbers of people are involved? Variable
What risk controls are in place to reduce risks?			Risk level with risk controls
No.	Risk Control		
1.	<p>Panic alarms installed on the Advice Desk which alert Maxwell Security and personal alarms available to take to rooms which sound alerter in the Directorate Support Office and also Maxwell Security</p> <p>Interviews (IAG, Disability, Wellbeing) take place in glass fronted interview rooms in open plan SAW office in sight of other SL staff</p> <p>Managers monitor interviews taking place early or late when the majority of staff are not in the office and ensure member of staff interviewing is not alone. Managers will encourage interviews to terminate on these occasions</p>		8
What additional actions are required to ensure risk controls are implemented / effective or to reduce the risk further?			Risk level with additional risk controls
No.			
1.	<p>Panic alarms regularly tested.</p> <p>Staff Trained at Induction</p> <p>Safe system of work in place and monitored that it is followed</p> <p>Line Manager to be made aware of any meetings taking place with students who may pose a risk.</p> <p>Managers monitor interview rooms during and outside normal office hours</p>		4
Is health surveillance required?		If YES, please detail:	
YES/NO			
Who will be responsible for implementing risk controls: Line Managers, H&S Co-ordinator and Deputy H&S Co-ordinator			By When: Regular Intervals

Completed by: Jane HopkinsonSigned: J.L. HopkinsonRecord of annual review: 11 Aug 2016

Risk Rating:

Increasing Consequence 	5	10	15	20	25	17-25 Unacceptable – Stop activity and make immediate improvements/seek further advice <hr/> 10-16 Tolerable – look to improve within specified timescale <hr/> 5-9 Adequate – Look to improve at next review <hr/> 1-4 Acceptable - No further action, but ensure controls are maintained
	4	8	12	16	20	
	3	6	9	12	15	
	2	4	6	8	10	
	1	2	3	4	5	
	Increasing Likelihood 					

Guide to using the risk rating table:

Consequences	Likelihood
1 Insignificant – no injury	1 Very unlikely – 1 in a million chance of it happening
2 Minor – minor injuries	2 Unlikely – 1 in 100,000 chance of it happening
3 Moderate – up to three days absence	3 Fairly likely – 1 in 10,000 chance of it happening
4 Major – more than three days absence	4 Likely – 1 in 1,000 chance of it happening
5 Catastrophic – death or disabling	5 Very likely – 1 in 100 chance of it happening